

Associate Deans Council  
Meeting Minutes of February 25, 2026

**Present:** Tracey Baham, Sawyer Bowering, Steve Bullard, Tracy Craven, Anastasia Elder, Jim Dunne, Abigail Spreen (for K. Figueroa), Brent Fountain, Dana Franz, Robert Green, Kim Hall, Brien Henry, Jamie Larson, Matt Lavine, Logan Link (for C. Jackson), Dominic Lippillo, Bethany Mills, Lynda Moore-White, David Nolen, Alicia Olivier, Sean Owen, Matthew Priddy, Rebecca Robichaux-Davis, Kevin Rogers, Peter Ryan, Emily Shaw, Deanna Smith, Jason Tiffin, Pamela Vayda, Lauren Wright, Madeline Demetriou

Dr. Tracey Baham called the meeting to order at 1:30 PM.

### **1. Consideration of the Minutes**

A motion was made by Dr. Robert Green and seconded by Dr. Kevin Rogers to accept the minutes from January 28, 2026. The motion passed unanimously.

### **2. Updates from the Chair**

Dr. Tracey Baham noted that there were five policies approved by Executive Council via email vote on January 30, 2026.

### **3. Automatic “S” Grade Rollover**

Following discussion at the January 15, 2026 Associate Deans Council meeting, the associate deans were tasked with gathering feedback from their faculty regarding the current practice of automatic “S” grades in 9000 research courses.

- Associate deans discussed that the practice has become a problem for some units in cases of non-progress or academic dismissal.
- The consensus is that it is a fair responsibility for faculty to report their grades. If a student deserves a “U” grade, it should be entered into Banner.
- *The Associate Deans Council voted 4-3 (7 abstentions) to stop the practice of rolling over “S” grades in 9000 research courses starting in fall 2026.*
- Communication detailing this change will be included in the email faculty members receive from the Registrar’s office on the first date available to enter final grades. Further communication can be handled through each unit.
- This discussion will continue onto the next Deans Council meeting agenda.

### **4. Winter Session Registration Demonstration – Emily Shaw**

The University Registrar provided a demo of how students distinguish Wintersession courses from other spring courses so that associate deans can see what students see. Starting this December 2026, the intent is for students to receive a text and their advisers to receive an email in December to alert them of their upcoming Wintersession course.

## **5. Undergraduate Course Override eForm Update – Emily Shaw & Abigail Spreen**

Following a request from the Student Association, the Registrar’s office worked with ITS to create an override form in eForms for undergraduate students to initiate.

- The form allows for override requests to be sent to a group within the appropriate college rather than a single person’s inbox.
- The new form offers several features:
  - Student-initiated
  - Banner data is automatically pulled over
  - Students select the reason for the override from a drop-down menu
  - A note section for students to provide any additional context
  - Students will receive a notification once the form is finalized
  - ITS has hard-coded routing to groups based on the course subject the student selects
- The planned launch is for fall 2026. Students begin registration on March 23.
- The goal, once the form is implemented, is that the eForms process will ensure that multiple contacts receive the request with an audit trail for all parties to refer to.
- Following further discussion, members of the Council suggested to the Registrar of moving the notification information higher on the eForm. This will allow students to read all details prior to completing the form.

## **6. AOP 21.01: Graduate Admission Criteria**

Dr. Brien Henry motioned and Dr. Kevin Rogers seconded the AOP 21.01: Graduate Admission Criteria.

- AOP 21.01: Graduate Admission Criteria was approved with the following friendly amendment:
  - Item 4 under Policy/Procedure was changed from “Applicants in the unclassified category will be admitted by the Graduate School.” to “Applicants in the unclassified category will be considered for admission by the Graduate School.”

## **7. AOP Consent Agenda**

Dr. Kevin Rogers motioned and Dr. Robert Green seconded to bring forward the three AOPs following the most recent Faculty Senate meeting.

- All policies were approved with the Faculty Senate revisions:
  - AOP 10.14 The Adoption and Sale of Textbooks and Other Instructional Materials
    - The policy had minor edits for clarification and to bring the policy in line with IHL policy.
  - AOP 11.06 Study Abroad
    - One minor change to smooth out language in the purpose.

- AOP 12.18 Academic Amnesty for Graduate Students
  - Slight wording adjustments to signal which unit will initiate the documentation.

## **8. Announcements**

- Mr. David Nolen encouraged Council members to invite their faculty and staff to attend the Marszalek lecture on Thursday, March 5, at 6 p.m. in the Grisham Room of the Mitchell Memorial Library. More information can be found on the Libraries' event page: <https://www.library.msstate.edu/marszalek>

Meeting adjourned 2:36 pm